

MINUTES OF THE
SUBCOMMITTEE FOR RFP REQUIREMENTS FOR LONG TERM PLANNING CONSULTANT
MAY 20, 2014

The meeting was called to order at 7:00 p.m. at the Administration Building with the following in attendance: Karen Bachus, Jennifer Ahearn, Camille Vella-Wilkinson, Neena Savage, Jennifer Mann, Celeste Mullane, Mary Iadevaia, and Dean Burdon

Review of the Minutes for the meeting of May 6th, there being no amendments a motion was called to accept the minutes.

MOTION 2014-7: Moved by Ms. Savage, seconded by Ms. Ahearn, to accept the Minutes presented.

MOTION PASSES (8-0)

[Ayes: Bachus, Ahearn, Vella-Wilkinson,
Savage, Mann, Mullane, Iadevaia, Burdon]

Further review and discussion of changes to the proposal for a professional educational planning firm to provide a comprehensive long-term master education and facilities plan. Ms. Savage had incorporated the comments from the last meeting and said there was still some background material that she needed, i.e. total schools, students and teacher and said she wanted to confirm what we approved and where we need more work. Ms. Ahearn offered to get this information and send it to her. It was noted that there are 24 schools. Ms. Vella-Wilkinson commented that she has requested the RFP that the City used for their comprehensive plan and also would get a list of the vendors and would forward it to the members. Mr. Burdon reported that LGC&D, a local firm, has expressed interest. Discussion covering interview process with top three, ranking system, going out for public bid, requesting hourly rates, lowest bidder not always the best, requesting three different plans and if a bidder comes in with one plan, they should be eliminated; getting a breakdown of different services; and what will be the cost of what will be provided.

A number of changes were made to the document, i.e. in the background section adding number of schools, number of teachers, Mr. Burdon suggested adding on page 2 to the mission statement, *in addition, it is the district's challenge to insure these learning environments are properly maintained and maximized to their fullest potential.*

Ms. Mann said we need a capital maintenance plan. Ms. Mullane commented we need the support of the City. Ms. Vella-Wilkinson said the concern of the members of the City Council would be that money set aside to do improvements within the budget actually goes to a piece of the plan, and not purchasing administrators and that a majority of the City Council wants to see money going into schools.

Discussing Scope of Services (page 3) - adding and *facility planning* and *facility planning goals*. Also to include the resume or CV for individuals. If someone leaves, the new person must provide a resume. On page 4, Ms. Bachus suggested to add advantages/disadvantages to #7 in re middle school model and transition thereto. On page 4 should include option school within a school. Transportation should be added to section.

On page 10 of the proposal it was suggested to remove O., M., N., O., P., Q., and R. Mr. Burdon suggested that on page 13, third bullet down, "representation that the Firm has" should be deleted. During the course of discussion, there were a number of other small changes made to the document by Ms. Savage.

Mr. Burdon suggested that we accept all the changes to date, so that we can have a clean copy to review.

MOTION 2014-8: Moved by Mr. Burdon, seconded by Ms. Vella-Wilkinson, that we accept all the changes made to date.

MOTION PASSES (8-0)

[Ayes: Bachus, Ahearn, Vella-Wilkinson,
Savage, Mann, Mullane, Iadevaia, Burdon]

It was discussed that we should start the meetings for May 27 and June 3 at 6:00 p.m. Ms. Mann asked about the potential to reach out to a consultant, and Ms. Bachus answered if you feel comfortable. Information to be provided for the next meeting: provide/confirm information of elementary schools, number of students, annual budget and other relevant statistic for background information; copy of the city Comprehensive Plan RFP (in Word version), list of the bidders which the City reached out during its comprehensive plan process and the total cost of the plan; a list of all most recent studies/documents so they may be references; and a list of school administration contacts with areas of expertise.

Public comment: Darlene Netcoh said she was impressed with the work the committee has done and that this comprehensive document is one of the best documents that has come out of this district. The real problem is our central administration, and new administration should not be hired. She also said there should be a search committee for a new superintendent. Any consulting company you hire need their own documents, let them do their study and not rely on data from central administration.

MOTION 2014-9: Moved by Ms. Ahearn, seconded by Ms. Vella-Wilkinson to adjourn.

MOTION PASSES (8-0)

[Ayes: Bachus, Ahearn, Vella-Wilkinson,
Savage, Mann, Mullane, Iadevaia, Burdon]

Adjourned at 8:30 p.m.